

Meeting of the Brantford Public Library Board
Thursday, September 20 2018
Main Library Boardroom, 4:30pm – 6:11pm

Vision Statement
A community connected through innovation, discovery, and creativity.

MINUTES

Members Present: M. McGeein (chair), P. MacKenzie (vice-chair), N. Church, B. Wyatt, Councillor J. Utley, C. Mann, J. Heath, C. Freibauer.

Regrets: Councillor L. Kings

Staff Present: R. Aramburo, K. Symons, J. Clark, A. Feridooni, Z. Ozols, K. Cartwright.

Recording Secretary: J. Geerts.

1. APPROVAL OF THE AGENDA

75-18 MOVED BY: P. MacKenzie
 SECONDED BY: B. Wyatt

That the agenda for the September 20, 2018 Board Meeting be approved as approved.

Carried.

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. PRESENTATIONS

None.

4. APPROVAL OF THE MINUTES OF August 30, 2018

76-18 MOVED BY: B. Wyatt
 SECONDED BY: J. Heath

That the minutes of the August 30, 2018 Board Meeting be approved as amended.

Carried.

ITEM 9 D SOLS report, wording revised as requested.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CORRESPONDENCE

- a. Card from Nova Vita

Received.

- b. Card from Nipissing University Library

Received.

- c. Letter of Reference for Workshop Architecture

Copy of this letter provided in Board package for information.

The Board congratulated Rae-Lynne Aramburo on her first public speaking event as Library CEO at the launch of Life Learning week.

7. RESOLUTION REPORTS

- a. Health and Safety Policy Review

77-18

MOVED BY: C. Mann
SECONDED BY: Councillor J. Utlej

WHEREAS Occupational Health & Safety Act requires the Library Board to annually review the Health and Safety Policy;

BE IT RESOLVED THAT the Library Board approve the Health and Safety Policy, including the grammatical and formatting revisions identified.

Carried.

b. Membership for Six Nations Residents

78-18

MOVED BY: P. MacKenzie
SECONDED BY: Councillor J. Utley

WHEREAS reciprocal borrowing offers a well-established, efficient, and relatively low-cost way to expand access to library services and materials and to build positive relationships and partnership opportunities with neighbouring communities;

AND WHEREAS a reciprocal borrowing arrangement with Six Nations Public Library in particular would reduce barriers to Library access and foster improved community engagement with Indigenous citizens of Brantford as well as Six Nations;

BE IT RESOLVED THAT Brantford Public Library and Six Nations Public Library work together to develop a mutually agreed upon reciprocal borrowing agreement, to be implemented in 2019.

Carried.

The Board discussed the impact of reciprocal borrowing on library collections and services, budget, and other relationships, such as Conestoga, Six Nations Polytechnic, and Laurier. Reciprocal borrowing creates good will between neighbouring libraries and helps to build bridges and partnership with other municipalities.

Board members have requested that reciprocal borrowing with Six Nations Library be treated separately from other agreements with libraries, colleges or universities. The CEO will work with the Director of Six Nations Public Library to develop an agreement that will be brought back to the Board for approval.

c. Office Moves

79-18

MOVED BY: B. Wyatt
SECONDED BY: J. Heath

WHEREAS the action to Initiate Office Moves was identified under the strategic direction to "Build a Foundation for Growth" and strategic objective to "Engage and empower staff to

deliver exceptional customer service”,

BE IT RESOLVED that the Library Board approve funding for the project in the amount of \$61,200 to be funded as follows:

Projects and Grant Opportunities Reserve Fund	\$18,000
Equipment Reserve Fund	\$37,200
Automated Equipment Reserve Fund	<u>\$6,000</u>
Total	<u>\$61,200</u>

Carried.

Management is seeking approval for the project before engaging vendors in design and costing discussions. The costs provided are preliminary estimates. The contingency may not be required depending on the final furniture requirements and pricing.

8. INFORMATION REPORTS

a. CEO Narrative

Joint Job Evaluation Committee received their evaluation training on September 20th and has started meeting to evaluate 16-19 library jobs.

100% of the federal funding has been received for the facade/renovation project.

A success story coming out of the new service model is that the Information Assistants have completed the Mohawk courses identified for education upgrading and most of them have chosen to continue taking more courses towards the Mohawk Library Technician diploma.

79-18

MOVED BY: Councillor J. Utley
SECONDED BY: C. Freibauer

That the Board will fund a holiday event up to \$2,000 for Library staff and Board members. Staff who have reached a milestone year in their BPL career will be recognized at this event. The Library Board will continue with its annual holiday celebration event as discussed.

Carried.

b. Library Partnerships and Community Meeting

This report provides information on the Library's current partnerships and committee commitments. This is an update to a report last provided to the Board in May 2016. The Library benefits from partnerships and committee meetings by developing networks, reaching new customers, and enhancing library services.

c. 2nd Quarter 2018 Library Use Statistics

BPL provides a wide range of material, services and resources to customers. This quarter saw improvements to many of the declines experienced during the construction period. The decrease in physical circulation continued but slowed and the increase in electronic circulation was sizeable. More visitors came and joined the library. Attendance at programs indicated success, and events in the newly renovated space made for positive programming experiences. Customer engagement with technology also improved this quarter overall, a trend that is likely to continue as the new maker area continues to develop and gain attention.

d. May to June Financials

Financials for May, June and July 2018 were received.

9. COMMITTEE REPORTS

A. Review Committee

- a. Draft Committee meeting minutes
- Next meeting Sept 24 at 4:30

B. Planning and Policy Committee

- a. Draft Committee meeting minutes
- Next meeting Sept 26 4:30

C. Governance Committee

a. Draft Committee meeting minutes

Next Meeting Sept 26 at 5:30

D. SOLS

Next Trustee Council meeting will be held at St. Thomas Pubic Library on November 3.

10. NOTICE OF DISCUSSION

11. OTHER BUSINESS

12. NEXT MEETING DATE

Thursday, October 18 2018 at 4:30 pm.

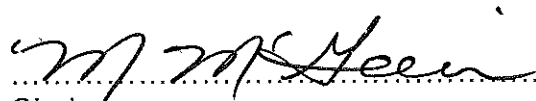
13. ADJOURNMENT

80-18

MOVED BY: C. Mann

The Board meeting adjourn at 6:11 p.m.

Read and approved.....October 18.....2018


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Chair